

**PROBATIONARY EMPLOYEES ARE NOT ELIGIBLE TO APPLY
FOR VACANCIES DURING THEIR PROBATIONARY PERIOD.**

**All education that is indicated on your application must be supported by attaching
a scanned copy of your high school diploma, high school transcript or college transcript.**

Required Qualifications:

- High school diploma or equivalent (G.E.D.).
- EPA Refrigerant Certification.
- Four (4) years' of journeyman experience or a journeyman's license and/or trade/occupational training equivalent to four (4) years' of journeyman experience.
- Complete familiarity with methods, techniques, materials, and tools used in the installation, troubleshooting, maintenance, and repair of heating, air-conditioning, ventilation, and refrigeration systems and sub-systems.
- Ability to troubleshoot and maintain mechanical, electrical, and environmental systems and sub-systems including the control and balancing of these systems.
- Demonstration of required physical abilities.
- Effective verbal and written communication skills.
- Ability to understand and apply verbal and written directions.
- Maintenance of a license enabling employee to operate FCPS vehicle.
- Availability for emergency response and overtime when needed.
- Capable of performing the essential functions of the position with or without reasonable accommodations.

PLEASE NOTE: Selected candidate must satisfactorily pass the appropriate medical examination and drug test for the position.

Preferred Qualifications:

- Familiarity with the FCPS policies, goals and programs.

Essential Functions:

This employee performs as a skilled trade mechanic in the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration systems and sub-systems in Board facilities as assigned. Reporting directly to the Maintenance Area Supervisor, the Maintenance Mechanic (HVAC/R) performs the following duties:

- The primary functions of this employee are preventive maintenance, troubleshooting, and repair.
- The secondary functions are design and installation of systems and services, alterations, and upgrading.
- Becomes familiar with and stay abreast of the Maintenance Management System and all changes.
- Uses, maintains, and safeguards tools of the trade. Acquires and maintains knowledge of proper utilization of instrumentation.
- Installs, troubleshoots, maintains, and repairs indoor and outdoor equipment and control systems for ventilation and fresh air intake systems.
- Designs, manufactures, troubleshoots, maintains, and repairs specified ducts and pipe delivery systems for air, water, steam, and refrigerant gas.
- Moves equipment and furniture as necessary.
- Complies with federal, state, and Frederick County Public School policies, regulations, and directives relating to safety, building codes, work techniques, and methods of performing assigned tasks.

- Completes forms needed to document repair status, orders, etc.
- Reads and understands building plans and specifications.

Other Functions:

- Perform tasks in all trade disciplines in support of the cluster maintenance/repair functions.
- Perform other duties as assigned by the Maintenance Area Supervisor.

Salary:

- Support Salary Scale, Grade 11, 12-month position (260 days—8 hours / day)
- Starting Salary \$19.78/hour